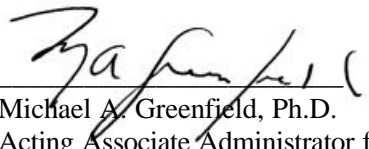


REVISION B



Provide OSMA Input for the Jet Propulsion Laboratory (JPL) Operations Award Fee


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Acting Associate Administrator for
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February 1, 2002
Date

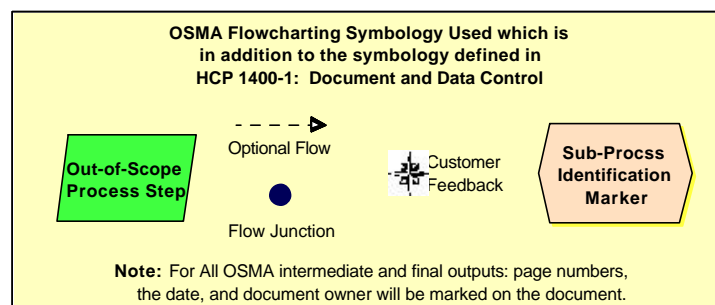
DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		January 13, 2000	
Revision	A	April 14, 2000	Editorial corrections to Section 3.2 definition, Steps 6.02, 6.04, and 6.05 and the Quality Record in Section 7. Modifications to Section 1.
	B	February 1, 2002	Changed HOWI Author. Added customer list, customer feedback to section 5 and steps 6.05 & 6.07. Edited text in step 6.02. Added Steps 6.08 and 6.09 before existing step 6.08.

HOWI Author: QE/Patrick Martin

OSMA Staff Member Responsible for this HOWI: QE/Pete Rutledge

Customers for this HOWI: Internal: AA/SMA and AA/OSS
External: none



1. Purpose

The purpose of this Office of Safety and Mission Assurance (OSMA) Headquarters Office Work Instruction (HOWI) is to document the process for providing a review and evaluation of JPL SMA performance to NASA Headquarters Office of Space Science (OSS). OSMA provides input to assist OSS in determining the JPL Annual Award Fee. This HOWI also specifies the Quality Records associated with the process.

2. Scope and Applicability

This OSMA HOWI describes a critical process necessary to facilitate the successful management and administration of the JPL operations contract. This HOWI is applicable to the OSMA Administrative Point of Contact (APOC) who is responsible for collecting and coordinating the performance evaluation responses from within Code Q and the SMA community.

3. Definitions

- 3.1. AA/SMA: Associate Administrator for Safety and Mission Assurance
- 3.2. Award Fee (AF): Funds a contractor can earn based upon government evaluation of its contractual performance.
- 3.3. Award Fee Determination Report (AFDR): A written report containing the FDO's determination of the amount of award fee earned and the basis for this determination.
- 3.4. Fee Determination Official (FDO): The Associate Administrator for Space Science, who is responsible for determining the actual amount of award fee earned by the contractor and payable during the evaluation period.
- 3.5. HATS: Headquarters Action Tracking System
- 3.6. Jet Propulsion Laboratory (JPL): NASA's only Federally Funded Research and Development Center (FFRDC).
- 3.7. NASA Management Office (NMO): The local NASA contracting authority for matters pertaining to the operation of the Jet Propulsion Laboratory. This function resides within the Office of Space Science (OSS).
- 3.8. OSMA Administrative Point of Contact (APOC): The cognizant OSMA representative tasked to consolidate the code's performance evaluation/award-fee inputs and furnish them to the NMO.
- 3.9. OSS: Office of Space Science (Code S).
- 3.10. Performance Award Evaluation Board (PAEB): The PAEB is responsible for evaluating Contractor performance against the criteria elements established in the PEP and any special areas of emphasis for the period under review. The PAEB provides the FDO and PEB a detailed written evaluation of the Contractor's performance and a recommendation on the amount of award fee to be granted. The PAEB is chaired by the OSS Deputy Associate Administrator.

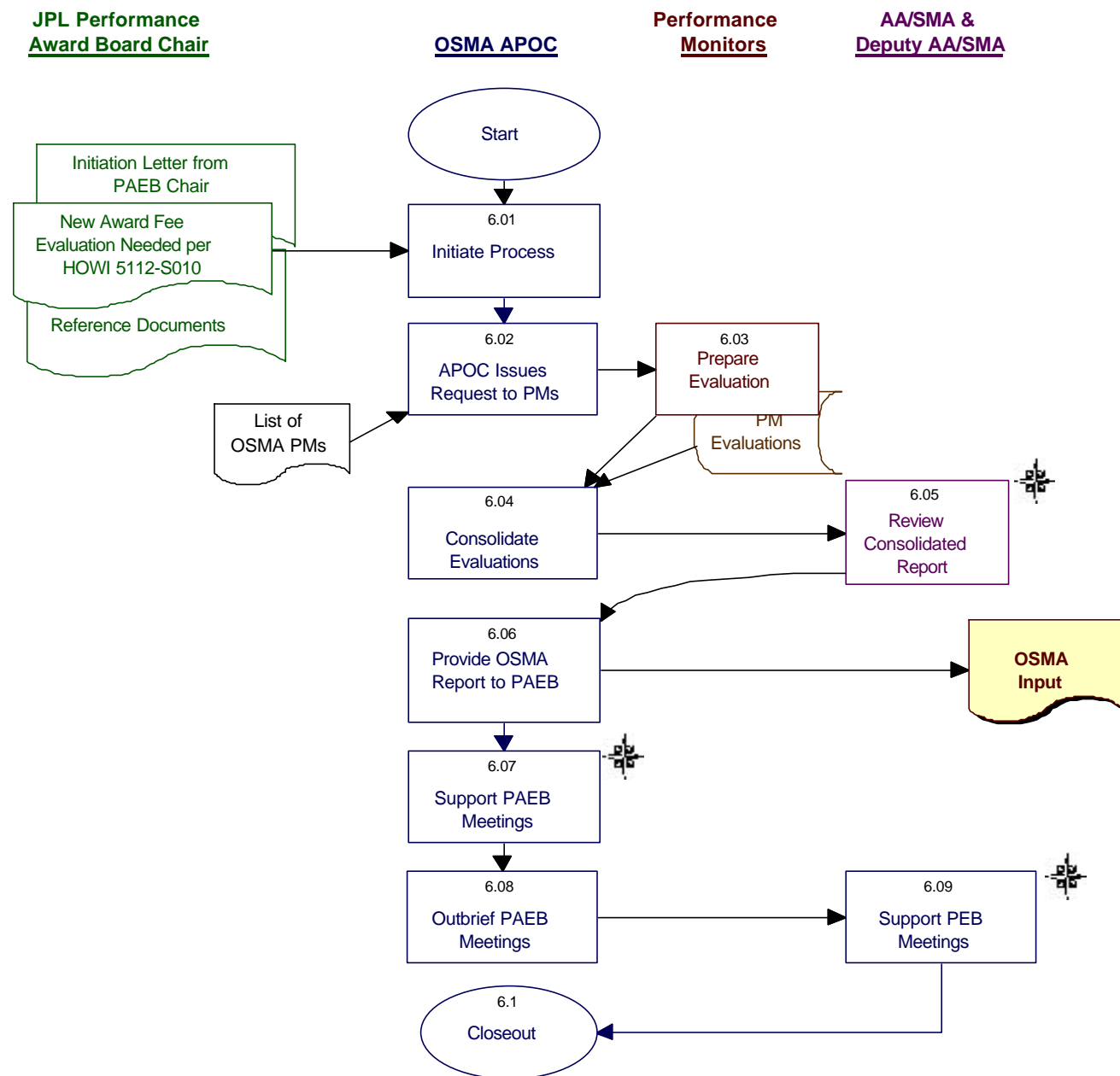
- 3.11. Performance Evaluation Board (PEB): The PEB is responsible for receiving and evaluating recommendations of the PAEB and advising the FDO in determining final performance scores for each of the criteria elements contained in the PEP. The PEB is chaired by the OSS Associate Administrator.
- 3.12. Performance Evaluation Plan (PEP): The PEP is a NASA internal management tool for evaluating and grading the adequacy of Contractor performance under award-fee contracts. The PEP details the mechanics of soliciting, collecting, and reporting summary findings of Contractor performance in a given award-fee evaluation period.
- 3.13. Performance Evaluation Report (PER): The PER is prepared at the conclusion of each evaluation period by the PAEB chair. The report, which is submitted to the PEB and FDO for use in determining award fee earned, includes recommended adjectival ratings for each performance factor and recommended performance scores, with supporting documentation.
- 3.14. Performance Monitor (PM): An OSMA functional specialist assigned to assess Contractor performance (based on personal observations and evaluation of current Contractor performance) for submission to the APOC.

4. Reference Documents

The documents listed in this section are used as reference materials for performing the processes covered by the Quality Management System (QMS). Since all NASA Headquarters Level 1 (QMS Manual) and level 2 (Headquarters Common Processes) documents are applicable to the QMS, they need not be listed in this Section unless specifically referenced in this OSMA HOWI.

- 4.1. NAS7-1407: *Performance Evaluation Plan for Management of the Jet Propulsion Laboratory*
- 4.2. [HOWI 5112-S010: Evaluating, Approving, and Authorizing Award Fee on Prime Contract for JPL Operations.](#)

5. Flowchart



6. Procedure

6.01 OSMA APOC

Initiate Process:

The OSMA Administrative Point of Contact (APOC) receives a formal request from the Office of Space Science (OSS) JPL Performance Evaluation Award Board (PAEB) of the NASA Management Office (NMO) for midterm or end-of-year performance review. Traditionally this has been done in April and October each year.

- 6.02 OSMA APOC APOC Issues Request to PMs:
APOC issues performance review request to Performance Monitors (PM) within OSMA who have had / or may have had control over JPL contract activities.
This is transmitted electronically along with standard evaluation forms and accompanying evaluation criteria and guidance, including current Code S identified areas of emphasis.
- 6.03 PM Prepare Evaluation:
Performance Monitors complete individual reviews and electronically submit evaluation forms.
- 6.04 OSMA APOC Consolidate Evaluations:
The OSMA APOC collects individual reviews from the OSMA PMs and prepares a consolidated OSMA evaluation report including a summary scoring sheet and narrative using the NMO guidance provided in step 6.01 from the PAEB Chair.
- 6.05 Deputy AA/SMA Review Consolidated Report:
The Deputy Associate Administrator for Safety and Mission Assurance reviews the Draft Consolidated OSMA input and signs. During this review for accuracy & completeness, the Deputy AA/SMA may modify the report and/or have the APOC assist in modifying. Internal customer feedback.
- 6.06 OSMA APOC Provide OSMA Report to PAEB:
APOC electronically submits consolidated report plus individual evaluation forms to the Office of Space Science (Code S).
- 6.07 OSMA APOC Support PAEB Meetings:
The Deputy AA/SMA or the APOC, as designated representative of the Deputy AA/SMA, supports the PAEB deliberations with meeting support and provides a verbal summary report at PAEB meeting scheduled by Code S. Internal customer feedback.
- 6.08 OSMA APOC Outbrief PAEB Meetings:
The APOC outbriefs the Deputy AA/SMA and the AA/SMA on the PAEB Meetings and prepares the AA/SMA to attend the PEB.
- 6.09 OSMA APOC Support PEB Meetings:
The AA/SMA or a designated representative of the AA/SMA, supports the PEB meeting scheduled by Code S. Internal customer feedback.
- 6.10 OSMA APOC Closeout:
The APOC ensures that all Quality Records are filed, and then closes out the process.

7. Quality Records

Record ID	Owner	Location	Media Electronic /hardcopy	Schedule Number & Item Number	Retention & Disposition
OSMA Input	OSMA APOC	OSMA APOC files	Electronic	Schedule: 5 Item: 29	Keep 1 year after contract then send to FRC, destroy 6 years after contract